



Planning & Community  
Development

# Express Permit - Commercial

Express permits are reviewed and permitted within 1-2 days. The following are the types of projects that can be considered for the Express Permit process. Please obtain and read the applicable checklist and provide the required information in your submittal documents. The checklists can be found on the City website: [www.shorelinewa.gov](http://www.shorelinewa.gov).

## Express Permits Types:

<b><i>Commercial Demolition Permit:</i></b> <ul style="list-style-type: none"><li>• Complete removal of existing structures</li><li>• Not located in critical areas</li><li>• Less than 50 cubic yard of dirt is moved</li><li>• No structural shoring is needed</li></ul>	<b><i>Fire Systems Permits:</i></b> <ul style="list-style-type: none"><li>• Sprinkler system modification having six or less new or moved heads</li><li>• Alarm system modification to relocate or install less than six devices</li></ul>
<b><i>Commercial Mechanical Replacement:</i></b> <ul style="list-style-type: none"><li>• Simple systems as defined by WSEC</li><li>• Less than 2,000 cfm</li><li>• Equal to or less than the weight of the existing unit in the same location</li><li>• Minor modifications/additions to ductwork</li><li>• No fire or smoke dampers required</li><li>• No new shafts required</li></ul>	<b><i>Plumbing Permits:</i></b> <ul style="list-style-type: none"><li>• All except schools and food service</li></ul>
<b><i>Commercial Tenant Improvements:</i></b> <ul style="list-style-type: none"><li>• Interior work only</li><li>• Less than 1,500 square feet</li><li>• No change to the occupancy or use</li><li>• Minor wall reconfiguration</li><li>• Installation of T-bar ceiling</li><li>• Prescriptive energy code compliance</li></ul>	<b><i>Projects <u>not acceptable</u> for an Express Permit:</i></b> <ul style="list-style-type: none"><li>• Change of use</li><li>• Change of occupancy</li><li>• Projects in a critical area</li><li>• Construction types other than the least fire resistive (V-B)</li></ul>

Please be ready with the information required to submit your project. If the submittal information is incomplete or if the required information is not provided, the application will not be accepted. Please use the “give us your comments” form once you have completed the process to give us your feedback. We value your input.

**Business Hours: M – F 8:00 a.m. to 5 p.m. ♦ Permit Processing Hours: M – F 8 a.m. to 4:00 p.m.**

*Note: This handout is for informational use only and is not to be substituted for the Shoreline Development Code.* 2/2014

## **Questions and Answers about Commercial Over the Counter/Express**

**Q: How do I know if my project qualifies?**

A: We offer a 15 minute preview of your project prior to setting up your Express Permit appointment. Or, you may call and describe your scope of work to a building plans examiner to help with the determination. If the project is beyond the scope mentioned on the phone, the plans examiner will not accept the project during the Express Permit submittal, but may still accept your project through the regular permit process.

**Q: How do I make an appointment?**

A: Time slots are available on Tuesday mornings-8:00 a.m. to 12:30 p.m.; and Thursday afternoons-1:00 to 3:00 p.m. The length of the appointment may vary from 1 to 1 ½ hours but must be completed by 12:30 p.m. on Tuesdays and by 3:00 p.m. on Thursdays. Call (206) 801-2500 to make an appointment.

**Q: What do I need to bring to the Express Permit meeting?**

A: See the appropriate checklist, which can be obtained at the City Hall or online at [www.shorelinewa.gov](http://www.shorelinewa.gov). If there are any missing items, the project will not be accepted and the plans examiner will give you direction on what is needed to create a complete submittal.

**Q: What happens if revisions are needed?**

A: The plans examiner will review your project and provide a list of corrections so you will have clear direction. You will then resubmit during another appointment. Depending on the scale of your project, turn around times should be fairly quick.

**Q: Who from the City needs to be at the meeting?**

A: A plans examiner and possibly a planner. The plans examiner will be able to coordinate the appropriate reviewers for you.

**Q: Will the plans examiner help size structural members or otherwise help with my design?**

A: No. The submittal documents must be complete prior to the Express Permit meeting. The plans examiner checks for code compliance of your completed design.

**Q: What happens if I can't make my appointment?**

A: Please let us know 24 hours in advance at (206) 801-2500 so we may let another applicant have your appointment. We can reschedule your appointment at that time.

**Q: When do I get a permit?**

A: If the project is approved, you will receive your permit within 24 to 48 hours. If the project is not accepted, you may make another appointment or use the traditional permit route.